



# ASPIRATIONS

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## Examinations Manager Scale 5 (Points 11-15)



## Welcome to Rivers Campus

Thank you for your interest in the position of **Examinations Manager** at Rivers Campus West London.

All staff at Rivers Academy share our drive to equip students with the qualifications, qualities and skills to reach their personal ambitions, working together creatively to overcome any hurdle which might otherwise disadvantage our children.

We all have the highest aspirations for every student and provide exceptional education and pastoral care for each individual. As a result, children perform tremendously well in external examinations in both Year 11 and Year 13. We are the one chance of success for our students and we are persistent and resilient in supporting students to overcome any obstacles they may face.

You would be joining us at such an exciting time as we further develop and establish the Rivers Campus as well as enhancing our pastoral provision to ensure that all students achieve their fullest potential.

Yours faithfully,



Sarah Johnson-Scott  
**Principal - Rivers Campus**

Visits are welcomed and encouraged

To arrange a visit or for more information please contact:

Tamara Buckley, HR Executive and PA to the Principal

E: [HR@rivers-aspirations.org](mailto:HR@rivers-aspirations.org)

W: [www.rivers-aspirations.org](http://www.rivers-aspirations.org)

## Vision and Ethos

Across Rivers Campus we believe that for students to have high aspirations, the three Guiding Principles must be present: Self-Worth, Engagement, and Purpose. We live these day-to-day through 8 Conditions that emphasise relationships, active and engage in teaching and learning, and a sense of responsibility over each student's own aims and goals. The 8 Conditions are: Belonging, Heroes, Sense of Accomplishment, Fun & Excitement, Curiosity & Creativity, Spirit of Adventure, Leadership & Responsibility, and Confidence to Take Action.

We understand that we are the one chance of success for our students and we are persistent and resilient in supporting them to overcome any challenges they may face in their lives.

## What can we offer you?

With great students, an outstanding and supportive team of staff and an Academy in a well-connected location just 15 minutes on the train from Clapham Junction, Aspirations West London Campus offers an excellent opportunity for an ambitious, talented individual looking to develop their career.

- A well-resourced, established and flourishing administrative department
- A personalised approach to Continuous Professional Development Training
- Competitive Salaries and Pay Progression
- Supportive Leadership Team
- Students with a positive attitude and willingness to learn and succeed
- Open and positive working environment
- Fully Equipped fitness suite
- Feedback and Advice
- Excellent Transport Links to Central London (30 minutes) and Heathrow Airport (15 minutes)
- A wider Supportive Trust network
- Employee Assistance Programme
- Parking on site

## Job Description

<b>Post Title</b>	Examinations Manager
<b>Salary/Grade:</b>	Scale 5 Scale Point 7 - 10 (£32,070 - £33,987 pro rata; Actual Salary £28,871.02 - £30,596.80)
<b>Reporting To:</b>	Assistant Principal
<b>Academy:</b>	Rivers Campus (Rivers Academy West London and Space Studio West London)
<b>Disclosure Level:</b>	Enhanced
<b>Hours of Work:</b>	36 hours a week TTB plus 2 week (41 weeks) 0.900250 FTE
<b>Leave:</b>	Annual leave is 25 days per year, based on a 5-day working week, plus Bank/Public Holidays. The annual leave entitlement rises to 30 days after 5 years. Must be taken during the school holidays.

### Core Purpose:

Responsible for the day-to-day management of the examinations at Rivers Academy West London and Space Studio West London, ensuring that there is a consistent and compliant approach to the administration of examinations and assessments.

### Main Duties and Responsibilities:

- Keep up to date with the latest JCQ regulations ensuring an accurate understanding and working knowledge of the requirements of public examinations, and ensuring the school is compliant as a Centre, keeping the Head of Centre informed about any potential issues and helping teachers to adhere to relevant assessment schemes
- Coordinate the collection of examination entries from teachers, check them for accuracy before submitting them to the appropriate examination boards in line with the relevant deadlines
- Plan, communicate and lead the practical arrangements for all public and internal examinations, including timetables, rooming, seating plans, access arrangements (in conjunction with the SENCO) and the resolution of any exam 'clashes'
- Recruit, train and organise a team of exam invigilators and liaise with the Assistant Principal regarding monthly timesheets and payment
- Take responsibility for the daily running of public examinations through the efficient management of each examination including the organisation of papers prior to each examination and correct invigilation equipment
- Maintain and manage the school's secure storage for examination materials in line with the JCQ regulations, and coordinate the dispatch of completed examination papers back to the relevant exam boards
- Prepare examination rooms and ensure policies for accessibility and special arrangements are fully met
- Coordinate the distribution of results and support the post-results services process
- Act as the first point of contact with all of the relevant exam boards regarding every element of examinations, such as entries, coursework, moderation and applications for special consideration
- Effectively monitor the cost of public examinations/assessments and the subsequent payments in conjunction with the Assistant Principal
- Brief students, staff and parents as to the requirements of public examinations/coursework in

reference to procedure, conduct and general guidelines

- Organise procedures for efficiently disseminating examination results through organising results days in August
- Ensure full contact details are kept for all students taking public examinations
- Arrange re-marks, reports or concerns about examination results in consultation with staff and exam boards and co-ordinate re-sits as agreed with staff
- Review and update the school's examinations policy annually

## General Responsibilities

- To work flexibly - this may include evenings, open days, parents' evenings and possibly weekends. This may also involve cover across the wider team in times of need.
- To be available to assist and undertake break duties.
- To participate fully in Staff Appraisal according to the Academy requirements.
- To participate in training and other learning activities and performance development, as required.
- To work safely, consider the safety of others and work within the guidelines stated in the Academy Health and Safety Policy.
- To comply with all decisions, policies and standing orders of the Academy; comply with statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- To have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the Academy's agreed procedures.
- To contribute to the overall ethos/work/aims of the Academy and the Trust.
- To appreciate and support the role of other professionals.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To respond to requests in a timely manner and in line with set deadlines.
- To undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Person Specification

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications and Education</b>		
GCSE Maths and English (Grade C or above).	A	
<b>Experience</b>		
Previous experience in the leadership of examinations		AR
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves, and others on occasion.	AR	
Experience of using Arbor as MIS system.		A
Have knowledge and understanding of JCQ rules and regulations.		AR
<b>Skills and Abilities</b>		
Excellent literacy and communication skills, including written and oral.	AR	
Strong administrative and organisational skills.	A	
Competent user of a range of ICT applications including Microsoft office.	AR	
High level of accuracy in written work and data entry.	R	
Ability to prioritise one's own work and work to tight deadlines.	R	
Flexible, proactive, positive approach to work.	R	
Ability to follow instructions accurately but also to show initiative and make good judgments when required	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information.	R	

Criteria	Essential	Desirable
Be able to work as an effective member of a team.	R	
Willingness to take part in all relevant training and evidence of recent professional development and its impact.	A	
<b>Knowledge</b>		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R
Knowledge of management information systems such as Arbor		R
Knowledge of legislation regarding health and safety, HR and school admissions procedures		AR

## The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

**Safe Recruitment Procedure** The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

**Disclosure** This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

**Shortlisting** Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

**Interview** Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

**Reference checking** At least two references will be requested, usually from the previous and current employers before an offer of appointment is confirmed. In an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.